

## Organisers Road Rally Paperwork - Check Sheet Guide

Time Line	Pre-Event	✓
12 Months	Contact RLO/Regional Association to check & submit dates	
6-4 Months	Forward route and details to RLO	
	Apply for Route Authorisation – E404 Application to CAO	
	Forward route details to Police (See RLO)	
	Obtain landowner's permission	
	Contact Highway Authority for Section 33 for footpaths/bridleways etc.	
5-2 Months	Apply for Organising Permit	
4-2 Months	Organising Permit received	
	Publish Supplementary Regulations (Once Organising Permit received)	
	Apply for Road Traffic Act (RTA) Insurance cover for competitors	
	Consult RLO and start PR work	
	Confirm to RLO when PR complete	
2 Weeks	Send out finals	
	Check RTA Insurance cover note is in place	
5-2 Days	Route Authorisation received	
<b>After Event</b>		
Within 14 Days post-event	Contact Police/RLO	
	Pay for Organising Permit	
	Return post-Event paperwork as per NCR 3.6.1.5	
	Send list of driver details to Competitions Authorisation Office at Motorsport UK	
	Report issues/complaints/Check with RLO	
	Complete and return RTA Insurance fees/paperwork	